User Manual

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1. Getting Started

Before using the scanner

The application has been carefully packaged to avoid damage during transportation. Before operating the scanner, please remove the packaging materials. After removing the packaging materials, you will find the following:

ScanShell scanner

Application CD

USB interface cable

User license card

Calibration card (only with ScanShell 800)

This manual

Minimum system requirements

The minimum system requirements are:

- Pentium III with 128MB
- Win 98 Second Edition or higher
- USB port
- 25 MB free storage space

Connecting the scanner

The scanner is connected to the computer via the USB port. To connect the scanner, do the following:

- Place the scanner on a flat, firm, solid surface with easy access.
- Plug the USB interface cable into the USB port of the computer
- After the *Add new hardware wizard* dialog box appears, click *Next* until you are asked to set the driver for the reader. You'll find the driver on the Installation CD at:
  a. < CD-ROM drive >:/Driver/800 (for ScanShell 800 or 800N scanner model)
  b. < CD-ROM drive >:/Driver/MagShell (for MagShell scanner model)
  c. < CD-ROM drive >:/Driver/1000 (for scanner model ScanShell 1000)

After you specify the driver, click *Next* until the installation is complete.

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Installation

To install the software on the computer, do the following:

1. Close all programs.
2. Insert the CD into the CD ROM drive.
3. Wait until the install program begins and follow the instructions on the screen.
4. If the install program does not automatically start, click the My Computer icon on the desktop and then select the CD ROM drive.
5. Double click on the *Setup* program.
6. Wait until the install program begins and follow the instructions on the screen.

To run the software, click the Windows *Start* button, select *Programs > Card Scanning Solution*, and then click *IdScanPro*.

***Note**: When starting the program for the first time, you'll be prompted to fill in your license code.*

Uninstall

To uninstall the software, open the *Add-Remove Program* control panel. Select the Application icon and click on *Add/Remove*. Follow the uninstall instructions until the operation is completed.

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2. Introduction

Overview

IdScanPro is a powerful ID card scanning application, capable of scanning as many as 1200 ID cards per hour into a relational database. The scanned ID cards are saved in records; each record stores the ID card image, the ID card data, the scanning time and additional user defined information. In addition to displaying ID card data, the application uses this database to produce various reports, such as a list of the most popular customers, a list of undesirable customers, etc.

IdScanPro features

- Fully automated scanning process - Allows the user to focus on chain-feeding the media to the scanner, while image processing and data extraction take place in the background.
- Automatic page-feed detection - launches the scan job immediately upon the insertion of a source into the scanner.
- The ID card / Passport / Barcode image and data are automatically stored in a local or remote relational database, in a pre-defined color scheme and resolution.
- Image auto alignment - Automatically corrects incorrect card insertion.
- Capable of scanning any photo media including paper photos, ID cards, Passports and even rigid plastic credit cards.
- Data is automatically extracted into appropriate database fields.
- Database capabilities including extensive search capabilities.

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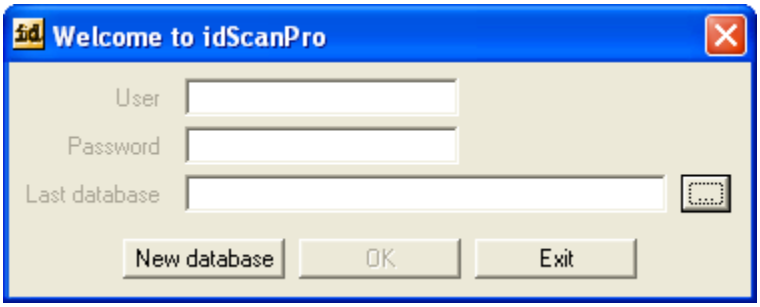
3. Starting the program

Login

***Note**: The very first time you start the program you will be prompted to enter your registration number.*

When you start the application, you'll be presented with a *Login* dialog box, where you have to fill in a user name and a password:



1. Type in your user name and password.
2. Select a database to open. You can either leave the database last used, or use the 'Browse' button on the right to either select another database or create a new one.

First time use:

1. Type in a user name and a password you would like to use for this program, and make sure you'll remember them.
2. Click 'New database' to create a database in which the program will store the scanned data. *See 'Creating a new database' on page 15.*

Administrator Login

Login as an administrator enables the administrator privilege level (highest user level). The administrator can define and control access privileges to the application and databases. Using the *Users List* he/she can define additional users and give them different access privileges as explained in the *'User management' section on page 19.* To log in as an administrator, use the following user name and password:

- User: CSSN
- Password: 123456

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***Note**: When starting the program for the first time, you'll be prompted to fill in your license code.*

Opening a database

1. Use the Browse button to open an existing database. First time use: click the New Database button to open the **Database Wizard.** *See "Open New Database" on page 15.*
2. Select a database and press *OK*.
3. The main screen will appear.

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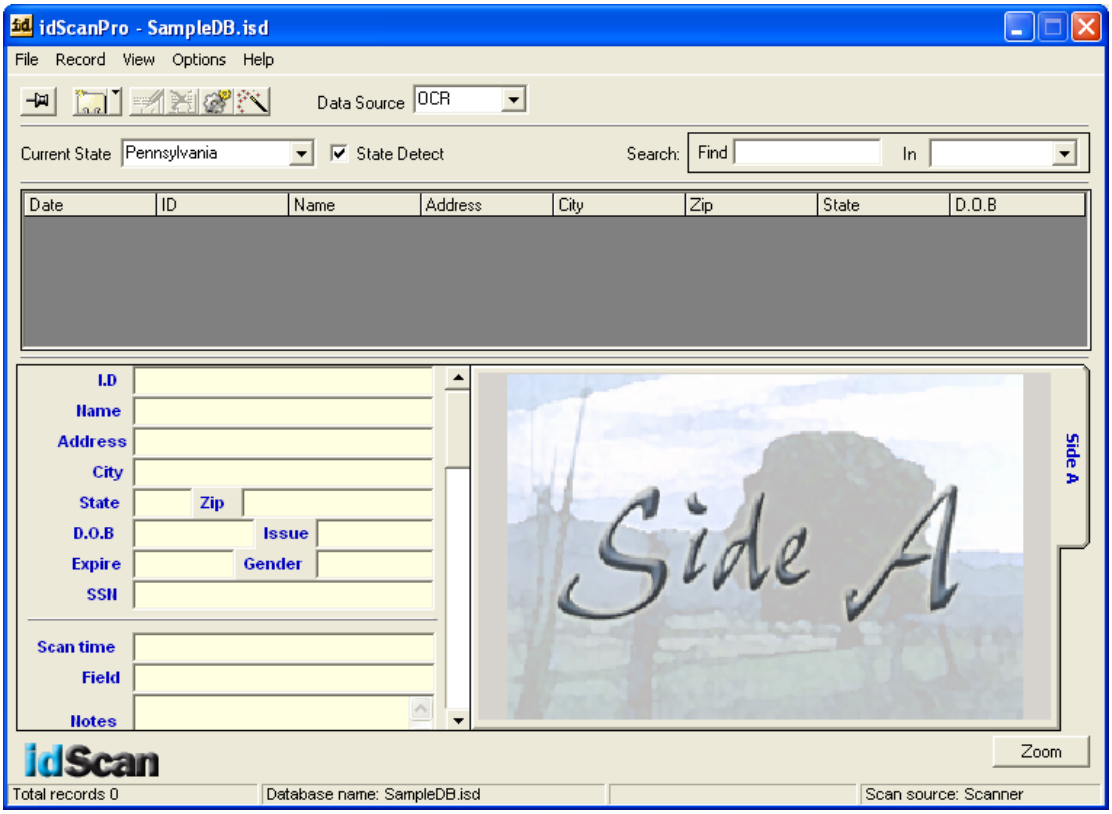
4. Main screen



Besides the menu bar, and a toolbar containing shortcuts to the most common application functions, the main screen has the following sections:

- **Data source** - A popup menu for selecting the source of card data the application use (OCR, barcode, magnetic strip)
- **Current state** – Where you can select the scanned card state. Alternatively you can try the **State detect** checkbox, to let the application identify the state automatically. If the state is recognized, the state name will be displayed automatically.

***Note**: some states do not support the 'State detect' feature.*

- **A search facility** – Allowing you to search for any string in any field of the database
- **Records table** - Displays all the records currently in the database. Clicking on a record line turns the record into the *Active Record*.
- **Record details** - Displays the *Active Record* details.
- **An image frame** - showing the scanned card image.
- **Status line** at the bottom of the screen, showing the number of records in the database, the database name, and the current scanning source.

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Menu description

Menu	Sub-menu	Action / Description
File	NEW DATABASE	Create a new database
	Open database	Open an existing database
	EXPORT	Export records from the database
	Backup database	Backup the current open database
	Print setup	Configure printing preferences
	Print	Print records from the database
	Log off	Log off the current user, enabling registration as a new user
	Exit	Exit the program
Record	New record	Create a new record
	Edit record	Edit selected record
	Delete record	Delete selected record(s)
View	Show messages	This option is checked as a default; when it is unchecked, no dialog messages will appear
	Always on top	Marking this option sets *IdScanPro* always on top
	Show details	This option is checked by default; if unchecked, the *Record Details* section is hidden.
Options	Scanner configuration	Open scanner configuration window
	Select scan source	Select the scan source to use (scanner, file or magnetic stripe).
	Scanner calibration	Calibrate scanner
	Save ID copy to sample folder	Save only an image of a card for samples
	Users List	Open *Users List* window to edit users and permissions
	Create log file	Checking this option generates a log file; this log file will help our support team to understand problems that you might have
Help	View help	Open the ‘User Guide’
	IdScanPro on the web	Send e-mail to the support team for additional help, information and feedback & live update.
	About	Open *IdScanPro* About screen

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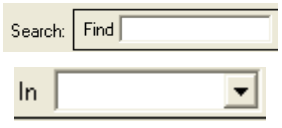
Toolbar description

Button	Name	Description
	Stay on top	When pinned (clicked), the application windows are always positioned on top of the desktop and other application windows.
	New record	Opens a new record dialog box.
	Scan source	Selects the scan source from a popup menu (scanner, file or magnetic stripe).
	Edit record	Opens the 'Edit Record' dialog to edit the active record.
	Delete record	Deletes the selected record(s).
	Application configuration	Opens the application configuration dialog box where you can configure the scan and save modes, scanning color schemes, and resolution.
	Card insertion auto-detection	Automatically detects insertion of a new card into the scanner tray and opens the 'New Record' dialog box.
	Data Source	Selects the data extraction mode: OCR / Barcode / Passport / magnetic strip.
	Current State	Selects and displays the current ID card state.
	Auto state-detection	Automatically detects the state of the scanned ID card.
	**Quick Search**	Filters the records using the search word and its field type as criteria. For example: Typing "Smith" in the Find box and selecting "Name" in the field combo box finds all the records in the database that have the string "Smith" in their *Name* field. You can perform the search on the entire database by selecting "Any field".

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Records table list

Date	ID	Name	Address	City	Zip	State	D.O.B
21/11/2003 3:29:							
21/11/2003 3:30:	170 362 855	CECILY CLEGG F	7 JAY ST	STONY POINT	10980	NY	01-02-65

The records table list shows a summary of the database records. Scrolling up and down and clicking on a specific record selects the record as active.

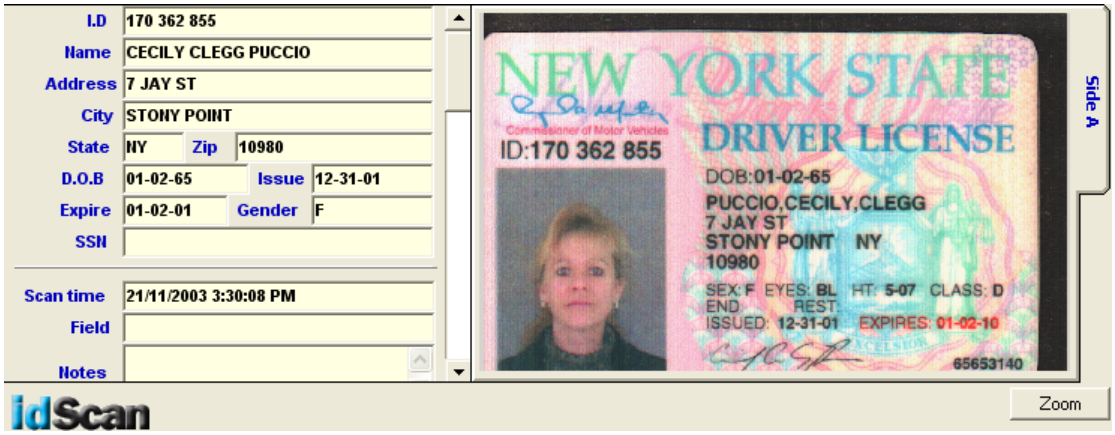
Edit record - Double-clicking on a record opens the record in edit mode, in which the user can update the client details and image.

Organize list - The list can be organized according to a specific field by clicking on the requested field column header.

Ascending/Descending order - An additional click on the column header will toggle between displaying the values in an ascending or descending order.

Records list options - Right clicking on the list opens a popup menu with the options to create a new record, edit or delete the active record.

Active record details



The active record details section shows a full list of the fields in the active record. In addition, it contains the customer ID image or face image (if this option is selected in the Automation tab, *see 'Automation tab' page 22*). This part is used to view the record details only.

Editing the active record details - To edit these details, double click on the active record line and open the record in *Edit* mode. In 'Edit' mode you can change record values, as well as adding notes.

The field named '*Field*' (under the '*Scan time*' field) is a field that can be renamed to any name you choose, by right-clicking on it and choosing '*Rename*'. You can give it a name of 1 – 8 characters. The change will only affect the currently open database.

***Note**: Some fields in the record may be empty in some states.*

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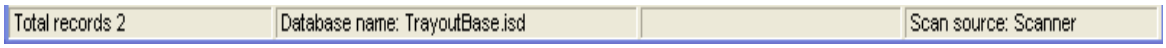
The status bar



The status bar at the bottom of the screen displays the number of records in the database, the database name, and scan source currently selected.

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5. Database Management

Overview

The database consists of a single main DB file, and a related sub-directory with the same name as the DB file. The DB file may be located on the local machine or on a remote server, as long as the user has read and write access permissions to the file location. The database may store up to 20 million records (this approximation assumes an average of 100 characters per record). The database images are stored externally to the main database file; each image is linked to its corresponding record. The database file may be accessed simultaneously from several ***IdScanPro*** applications installed on different machines.

***Note**: If the **IdScanPro** software has been updated, use the option **"**Open existing database**"** to open the last database you worked on.*

Create a new database

To create a new database, do the following:

1. Select *File -> New Database* from the menu bar.
2. The *Database Wizard* screen will appear.

3. Click *Next*.

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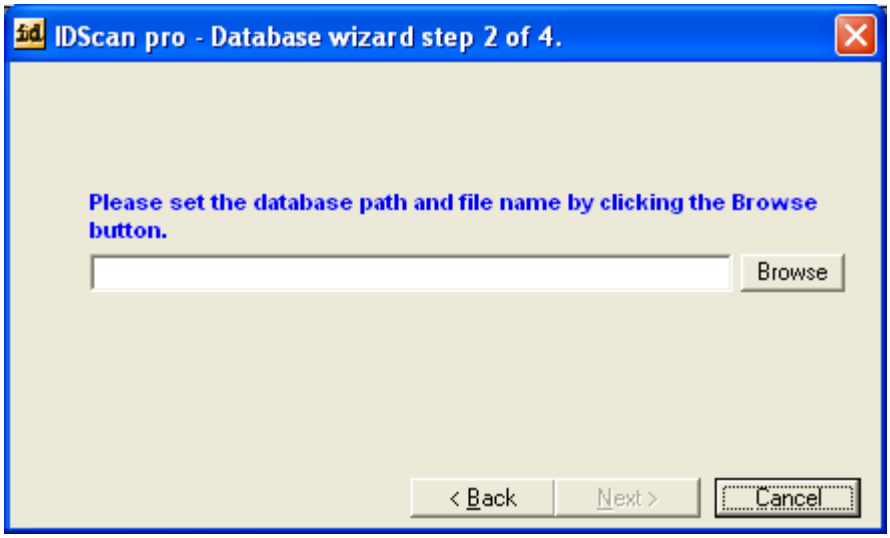
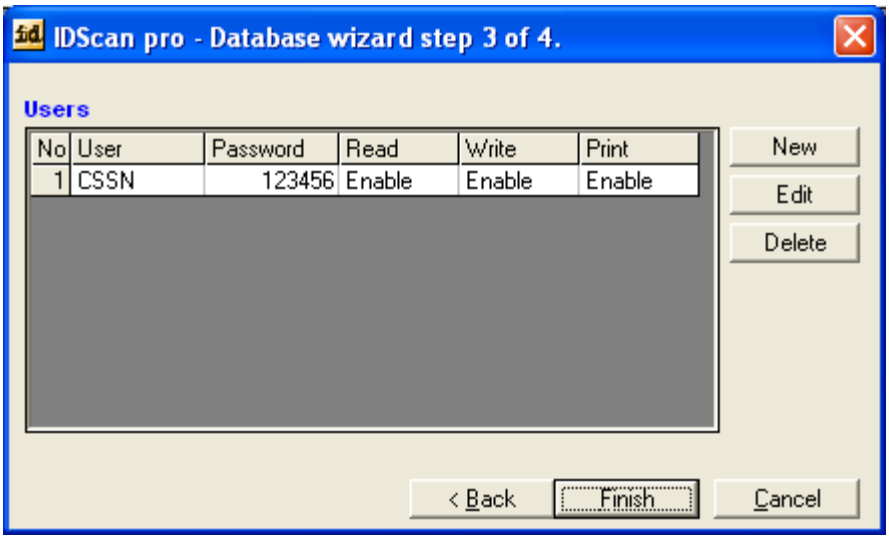

IDScan pro - Database wizard step 2 of 4.
Please set the database path and file name by clicking the Browse button.
Browse
< Back
Next >
Cancel

4. Click on the *Browse* button on the right. In the Windows explorer window that will open, choose a location, create a file for the database, and click *Next*.
5. In the users list, you can add users to the database by clicking '*New*' and filling in users' details (user name and password) in the user dialog box that opens.



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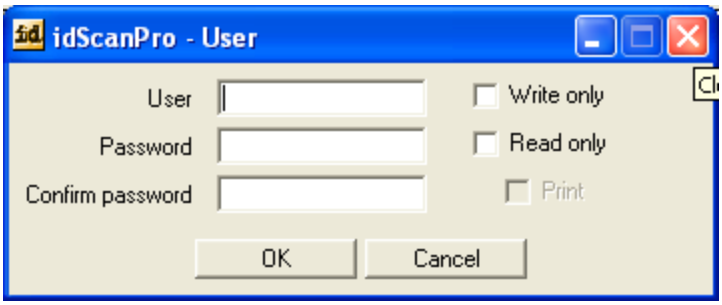
6. In the user dialog box you can also decide what access privileges the user will have, by checking the appropriate checkboxes. *See also 'User Management' page 19.*



7. Click *Finish* to complete the database creation process.

***Note**: The user CSSN cannot be edited in any way. This user is the default user for any database.*

Open an existing database

To open an existing database:

1. Select *File -> Open Database* from menu bar.
2. The *Open* Screen will appear.
3. Select the database folder.
4. Select the database file.
5. Press *OK.*

Export database

Database export is primarily used to backup the current database.

To export a database:

1. Open the database to export.
2. Select *File -> Export* from menu bar.
3. The *Save as* Screen will appear.
4. Select a folder to export the database.
5. Type the name of the exported database in the *File name* field.
6. Press *OK*.

***Note**: The exporting process will export only the records that are set as visible in the Records Table. You can change this by using the filtering options.*

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***Note**: Check the status bar to find the number of records and the name of the current database.*

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6. User Management

The administrator can add users who are authorized to use the application. These users can have different levels of access privileges as follows:

Write only: Allows the user to scan ID cards into the database, without the ability to browse existing records.

Read only: Allows the user to read customer information from the database without the ability to add, edit or delete records.

Read/write access: Allows the user full access to the database.

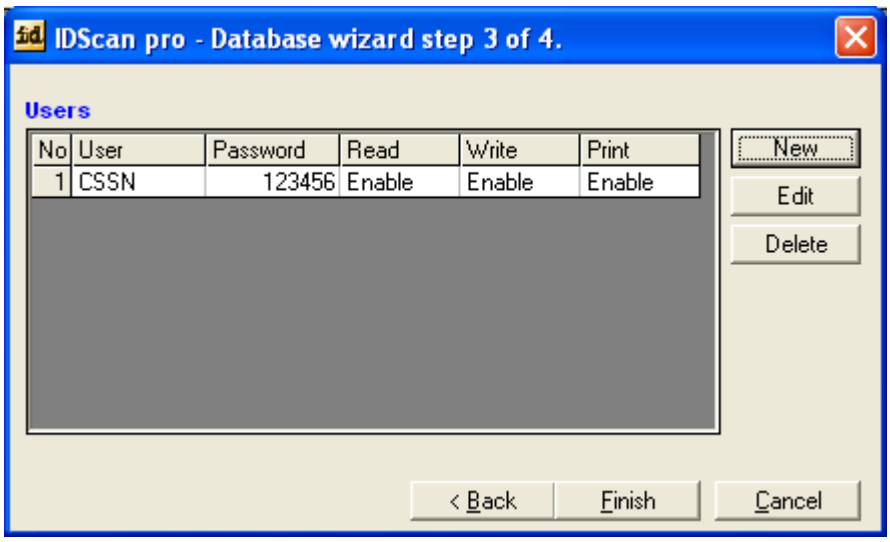
Notice that only users that are permitted to read the database have the ability to print records.

To use this option, you must be logged in as an administrator user.

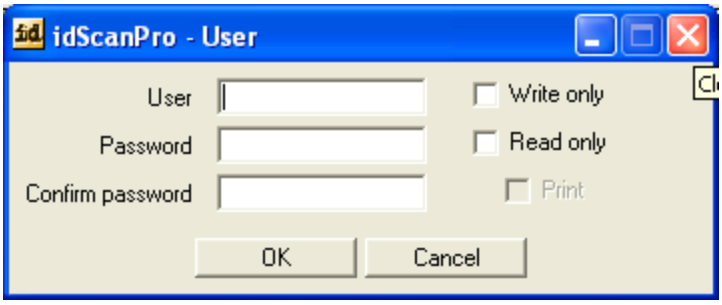
Add new user

To add a new user:

1. From the main screen, select *Options-> Users List* from menu.
2. The *Users List* screen will appear.



3. Click on the *Add* button. The *New User* screen will appear.



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1. Type a user name in the *User* field.
2. Type a password in the *Password* field.
3. Confirm the password by reentering it in the *Confirm password* field.
4. Check *Write only* to authorize scanning new records to the database without permission for read operations.
5. Check *Read only* to authorize reading existing records from the database without permission for write operations.
6. Check *Print* to authorize printing records from the database (for users with permission for read operations).
7. Press *OK.*

Edit user

To edit an existing user:

1. In the main screen, select *Options-> Users List* from the menu bar.
2. The ***Users List*** screen will appear.
3. Select a user from the *Users List*.
4. Click on the *Edit* button. The ***Edit User*** screen will appear.
5. Change the desired parameters.
6. Press *OK*.

Delete user

To delete an existing user from the *Users List*:

1. From main screen, select *Options-> Users List* from menu bar.
2. The ***Users List*** Screen will appear.
3. Select a user from the Users List.
4. Click on the *Delete* button.
5. A confirmation dialog box will appear.
6. Press *OK*.

***Note**: The CSSN user cannot be deleted.*

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7. Application Configuration

IdScanPro offers a variety of operating modes, all controlled by the configuration panel. Using this panel, you can control the application automation options to ease the scanning process, control the scanning parameters, and set the saving mode with which images are saved in the database. To open the configuration panel from the main screen, do the following:

1. Select *Options-> Scanner Configuration* from the menu bar, or click on the *Scanner Configuration* button in the tool bar.

2. The ***Scanner Configuration*** screen will appear.

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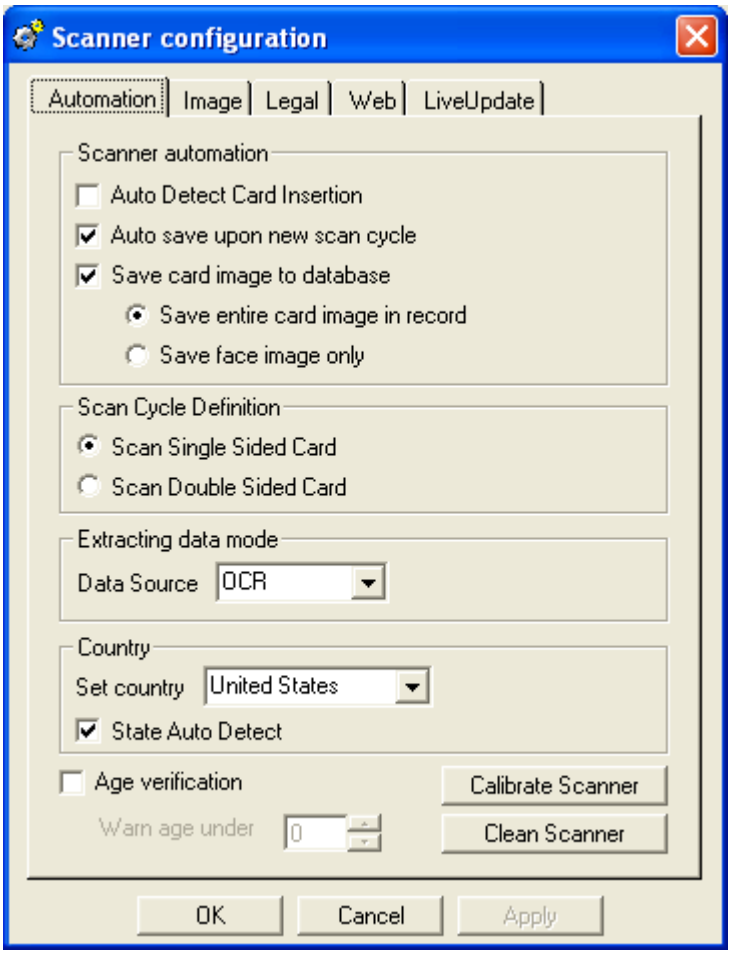
Automation tab



Scanner automation

Scanner automation minimizes the operations required to perform a batch scan. It automates the scan to respond automatically to insertion of a new card, and ensures automatic saving of data when a new scan cycle starts.

Item	Description
Auto detect card insertion	• When checked - Scanning process runs automatically when a new card is inserted into the scanner. • When unchecked - The user has to click the *Scan* button to begin scanning. This option is not available when the *Scan source* is set to *From file*
Auto save upon new scan cycle	• When checked - The last scan process will be saved automatically to the database. • When unchecked - The user has to click the *OK* button to save

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Item	Description
	the record in the database.
Save card image to database	This option enables saving images to the database.
Save entire card image to record	This option will be enabled when the '*Save card image to database*' option is checked. When selected - Saves the entire card image to database. Image color scheme and resolution are set in the Color Scheme tab. See 'Color Scheme tab' page
Save face image only	This option will be enabled when the "Save card image to database" option is checked. When selected - Saves a rectangle that contains the customer face from the ID. Image color scheme and resolution are set in the *Color Scheme* tab.

Scan cycle definition

The scan cycle definition box allows the user to define the type of the scanned ID card as a single-sided or double-sided document. Selecting the proper option in conjunction with the selection of '*Auto save upon new scan cycle*' tells the application whether to save the ID card image (and information) after 1 scan or 2 scans (the front and the back of the card).

Item	Description
Double sided	Select this option for double-sided ID card scanning (with images on both sides of the card).
Single sided	Select this option for single-sided ID card scanning (default option).

Extracting Data

The *IdScanPro* application supports two ways of extracting data from the scanned image: From the scanned image by OCR, and from the scanned Barcode.
When using the Barcode you will not be able to set the *Color Scheme* or *DPI*. The state list and the country list will be in disabled mode (The Barcode scan will detect the state automatically).

Item	Description
OCR	Select this option for extracting data from a card image using OCR.
Barcode	Select this option for extracting data from a card image using the Barcode.
Passport	Select this option for extracting data from passport images.

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Country

The *IdScanPro* application supports more then one country.
Select the appropriate country and the states list will be updated to the current country.

Age verification

In some applications, it may be useful to indicate that the owner of the ID card is under a certain age (e.g., bars and clubs). Use this option to activate this feature.

Item	Description
Age verification	Check this option to obtained visual notification when the holder of the scanned ID card is under the age limit you specify.
Warn age under	Set the minimum age requirement used to generate a warning message.

Scanner calibration

When you use the scanner for the first time, you will be prompted to calibrate the scanner. To do so, click the *'Calibrate Scanner'* button and use the calibration card attached to this product. Scanner calibration resets the scanner color sensor and generates higher accuracy in the OCR detection process.

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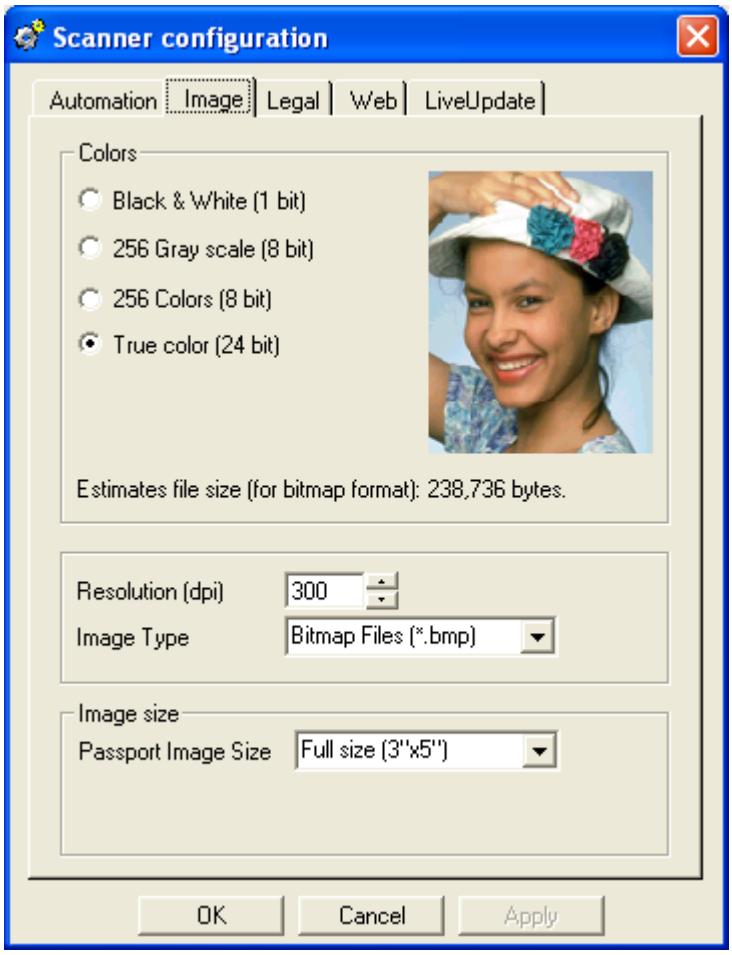
Image file tab



Overview

This screen allows the user to set the saved image color scheme and resolution. The image color scheme has a great impact on the overall database size. In general, using lower resolution and colorless images keeps the database size to a minimum.
Note that although higher-quality images occupy more disk space, their size does not affect the application speed, due to the database internal architecture.

The color scheme setup and dpi do not affect the application data detection accuracy.

The resolution field allows you to select any of 55 values (50-600 in increments of 10). This gives you the flexibility to find the best image quality with reasonable image file size.

The file extension sets the image format that will be used by the application to save the images internally. This option is useful for later export of the database to other database applications that might not support some image formats.

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<table>
<tr><th>Item</th><th>Description</th></tr>
<tr><td>Colors</td><td>Select the colors of the images.
Black and white (1 bit)
256 gray scale (8 bits)
256 colors (8 bits)
True color (24 bits) [default]
Note: Using higher bit values will take up more hard disk space.</td></tr>
<tr><td>dpi</td><td>The dpi (dot per inch) value sets the resolution of the scanned image.
The dpi range is: 50 to 600 in increments of 10 dpi.
50 dpi provides very low quality; 600 dpi provides very high quality.
300 dpi is the default option.
Note: Using higher dpi values will take up more hard drive space.</td></tr>
<tr><td>File extension</td><td>The file extension sets the format of the images saved in the database.
Available format options are:
<table>
<tr><th>File format</th><th>True color (24 bits)</th><th>256 colors (8 bits)</th><th>256 gray scale (8 bits)</th><th>Black and white (1 bit)</th></tr>
<tr><td>BMP</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr>
<tr><td>TIF</td><td>✓</td><td></td><td>✓</td><td>✓</td></tr>
<tr><td>JPG</td><td>✓</td><td></td><td>✓</td><td></td></tr>
<tr><td>PCX</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr>
<tr><td>TGA</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr>
<tr><td>PNG</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr>
<tr><td>PSD</td><td>✓</td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>Passport Image Size</td><td>Select the passport image size to scan:
Full size (3"x5") – will scan the passport’s full size image.
Data section only – will scan only the passport’s data.</td></tr>
</table>

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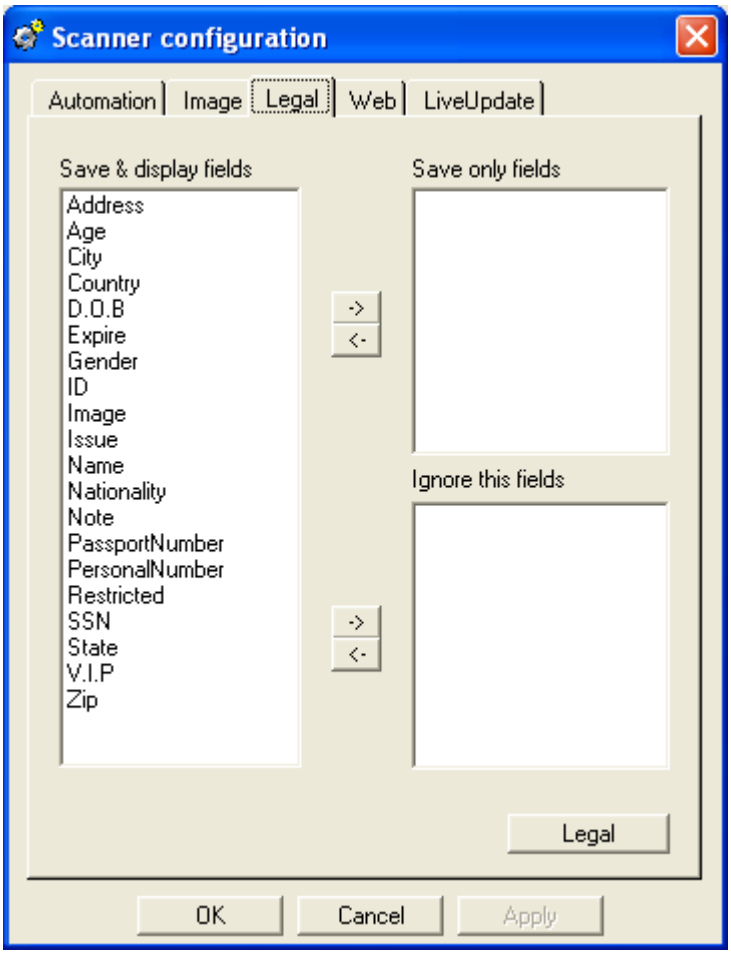
Legal tab



Some states do not allow saving specific customer data items. This restriction varies from state to state and must be verified in relation to the current state legislation. To comply with this issue, the application enables the user to restrict the field types that will be saved to the database. The default allows all fields to be stored and browsed from the database.

- To save fields (without showing them in the New Record Screen), transfer the appropriate fields from the left list to the upper right list.
- To remove fields (not to save them to the database at all), transfer the appropriate fields from the left list to the lower right list.

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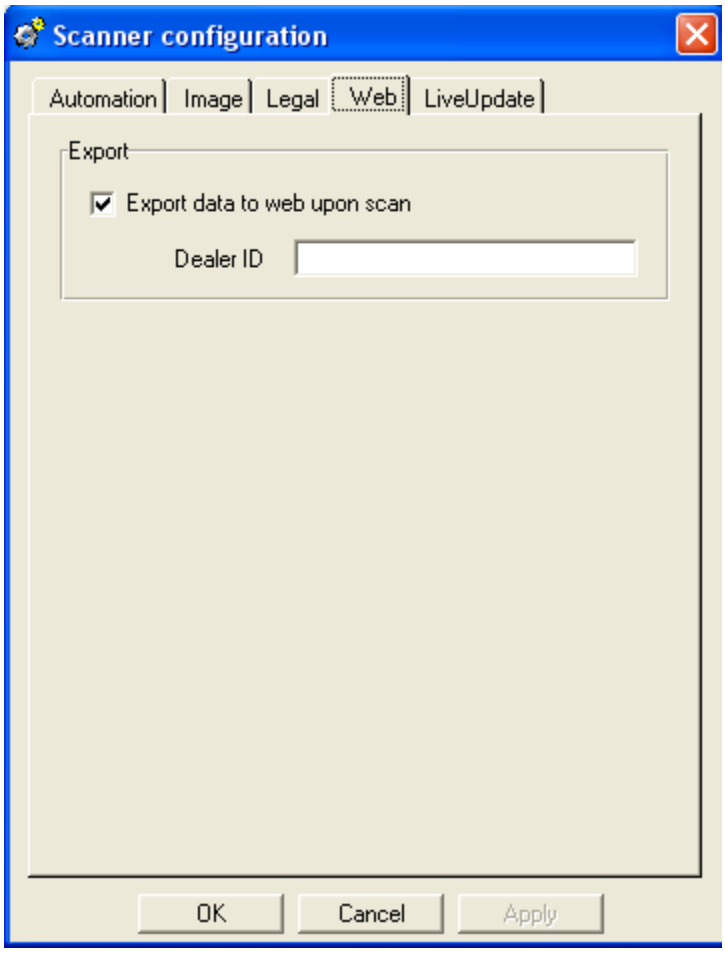
Web tab

The web export function is designed to export the last scanned record to a predefined web page on the organization Intranet/Internet server, where it can be accessed by other users. If enabled, the data of the last card you scan will be automatically exported to the URL (Web address) you specify, as soon as you press OK.



Setup

- Check the web export box.
- Fill in the web address (URL) to which the data will be exported (consult your system administrator).

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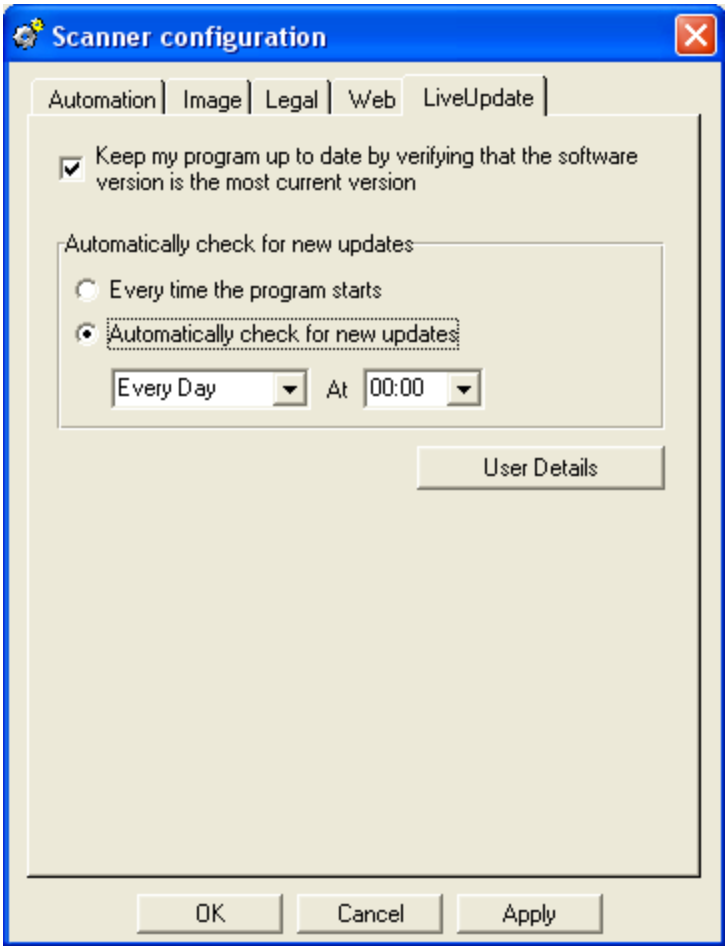
Live Update tab

'Live Update' allows you to keep your software updated, by automatically checking for updates using your Internet connection, and if available, downloading and installing them automatically.



- Check the box to enable 'Live Update'.
- Specify how often Live Update shall be performed.
- Click the *'User Details'* button

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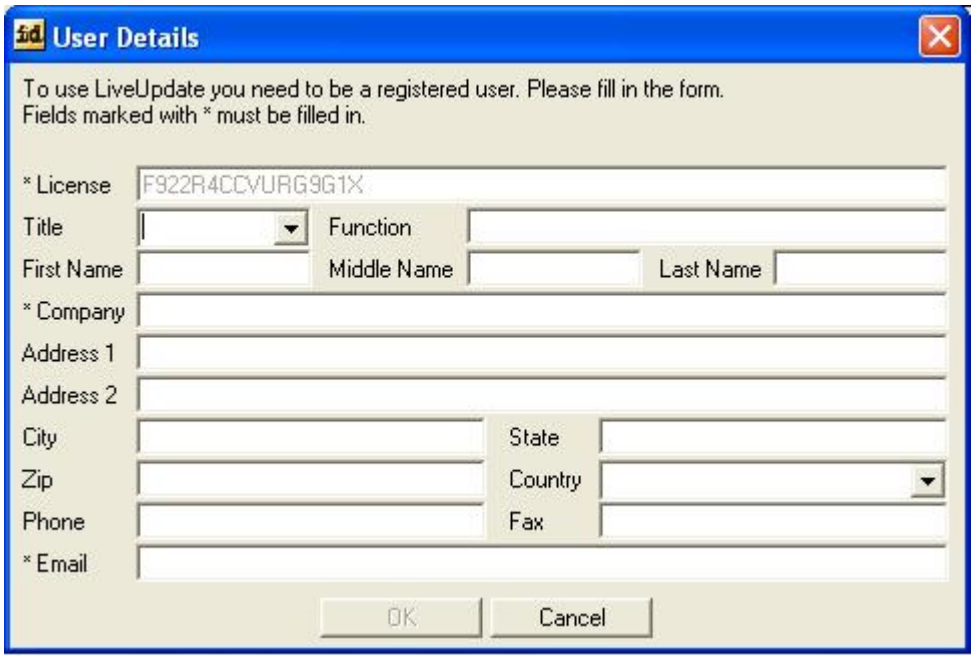
User Details



To use Live Update you need to be a registered user. Please fill in your details and click OK. Your company name and email address must be filled in.

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8. Record Management

The *Record* window is used when scanning or editing a new record. The *Record* screen is used to acquire new card data records, and store them in the database. Once the scan is performed and processed, the fields on the left side are loaded automatically with the user information extracted from the ID card image. This information can be edited (if needed) before it is saved to the database.

Another ID image source can be local ID image files on the hard disk. These files must be scanned in a format of 24 bits (true color) with a resolution of 300 dpi.

1. To reach the *Record* screen, select *Record -> New* from the menu bar or click on the *New Record* button in the tool bar .

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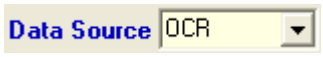
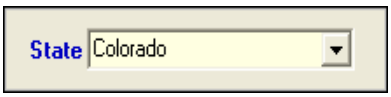
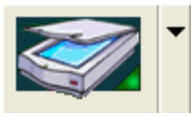
Record screen button description

From top left to right:

Button	Name	Description
	**Data Source**	Selects data extracting source: OCR, Barcode, or Passport.
	**State templates Dropdown list**	Selects State (For OCR).
	State auto detection	Automatically detects the state of the scanned card (For OCR).
	State templates Quick scanning	• In manual scan mode: Quick scanning buttons for different states. • In Auto scan mode: Quick state selection.
	**Scan**	Start the scan process in manual mode. This button is inactive in *Auto detect card insertion* mode.
	Select image source	You can select one of two *scan source* options: • From scanner • From file This button is inactive in *Auto detect card insertion* mode.
	Clear	Clears record data from the screen.
	Remove	Deletes the scanned image from the buffer.
	Card verification button	Authenticates the id card by matching data from two sources on the same card.
	Single side / Double Side scan	Single-sided ID scan / Double-sided ID scan

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	Auto save / **No auto save**	Saves the record to database and creates a new record when scanning a new card. Overwrites current data when scanning new card.
	Auto detect card insertion	Toggles card insertion auto detection.
	Rotate	Rotates the image in the buffer 90 degrees clockwise. This allows controlling the image orientation prior to saving.
	Under-age alert	Displays an alert if the cardholder age is under the pre-configured minimum age.
	OK	Approves the changes made and saves data.
	Cancel	Exits without saving any data.

Adding a new record

To add a new record to the database:

1. Select *Record -> New Record* from the menu bar or click on the *New Record* button from tool bar.
2. The ***New Record*** Screen will appear.
3. Select a state from the *State* dropdown list, or use the *State Detect* option (For OCR).
4. You can also use the quick state buttons. To set a button for the desired state, right-click on the button. Select the desired state from the list. After you release the mouse button, you'll notice that the button name has been changed to the state you selected.
5. Place the ID card in the scanner. If auto detect is enable, the scan will start automatically. Else, click on the *Scan* button.
6. Press *OK* to save the record to the database.

If you choose the *From file* scan source option, the file to be browsed must be a valid ID card in .bmp format with at least 300 dpi and in true color scale. The *Auto detection card insertion* option on the ***Configuration*** screen will not be available.

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If the *Age verification* configuration option is checked, the *Age* notification is calculated automatically. If the *D.O.B* (Date of Birth) field is not in the valid format <mm-dd-yy>, the *Age* notification will notify this error by flashing the *D.O.B* field until it is fixed.

Verification option

Use this option to check if the card you scan is genuine. IdScanPro will scan the data on the card using OCR, and then compare it to data from a second source on the card, either the barcode or the magnetic strip (if available). If the data from the two sources match, the card is genuine. Else, the card is either faked, or one of the data sources on the card is corrupted.

To verify a card, do the following:

1. Select *Record -> New Record* from the menu bar or click on the *New Record* button from tool bar.
2. The ***New Record*** Screen will appear.
3. Select a state from the *State* dropdown list or use the *State Detect* option (for OCR). You are advised to select the state manually, because if the state is not recognized for some reason, you'll have to repeat the process. You can also select a state from the quick state selection buttons, if you have predefined them. (To set a button for the desired state, right-click on the button. Select the desired state from the list. After you release the mouse button, you'll notice that the button name has been changed to the state you selected).
4. Use the popup menu of the card authentication button to select a second card data source (barcode or magnetic strip), which will be used for comparison with the OCR results.
5. Click on the *Card Authentication* button to start the verification (When the verification process is active, the icon on the button will flash, if it's not active it will be black)
6. Place the ID card in scanner.
    a. If you are not using the *Auto detect card insertion* option: Click on the *Scan* button to scan the data source (This scan will be saved to the database if you will save the record).
    b. If you are using the *AutoDetect card insertion* mode, just insert the card into the scanner
7. IdScanPro will scan the card, and than prompt you to scan the card a second time. Insert the card again in the scanner/reader and repeat the steps above.
8. If the data from the two sources on the card matched, the icon on the verification button will be green. If it did not match, the icon will be red, which means the card is not in order, (either faked, or one of the data sources on the card is corrupted.
9. Press *OK* to save the record to database.

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Understanding the verification status light

The status light provides indications for the authentication process, as follows:

- Solid black color, the verification function is not activated.
- Solid brown color, the verification function is activated and waits for the source scan or swipe.
- Flashing brown light, the source scan or swipe has been successful, waits for the reference scan.
- Solid green color - the reference was scanned successfully and the authentication is successful (the data of the two sources match).
- Solid red color - the source was scanned badly or the authentication is failed (the data of the two sources don't match).

What to do when verification fails?

If the status light remains solid red after the reference scan or swipe, it means that the data from the two sources don't match. He reason can be one of the following:

1. The card could be faked
2. Bad reading of either one of the source
3. Corruption of one of the data sources.

If verification fails, you can try the following:

- Make sure the current (US) *State box* is set to the correct state of the driver license.
- Try authenticating the card again

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Edit existing record

To edit an existing record from the database:

1. Select a record from the record list on the main screen.
2. Select *Record -> Edit Record* from the menu bar or click on the *Edit Record* button in the tool bar, or double click on the record.
3. The ***Edit Record*** screen will appear.
4. Modify data as needed.
5. Press *OK* to save data in database.

Delete record(s)

To delete one or more existing record(s) from the database:

1. Select record(s) from the record list on the main screen.
2. Select *Record -> Delete Record* from the menu bar or click on the *Delete Record* button in the tool bar.
3. A confirmation dialog box will appear.
4. Press *OK* to delete the selected record(s) from the database.

Record filtering and searching

To apply a filter to the records:

1. On the main screen, type the word in the *Find* text box.
2. Select the field from the *In* combo box.
3. The record matching your criteria will be shown and selected on the record list.

Example: Type “Smith” in the *Find* box and select ‘Name’ in the *In* combo box. The software will show all records that have the name “Smith” in the field “Name”.

The search is performed on the entire database in the specified field (unless the ‘*Any Field*’ is selected). The search tries to match the requested string to sub-strings in the database. For example, if the user is searching for “Jo”, the search will show results with all records that include the string “Jo”, such as “Johnson”, “Jonah” and even “Banjo”.

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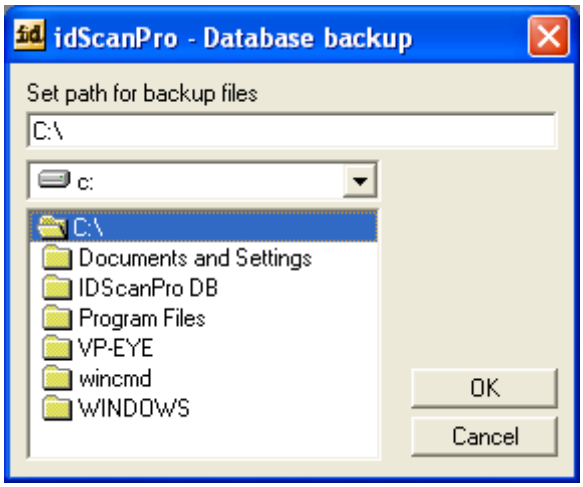
9. Backup

The data used by ***IdScanPro*** is stored in database files located in a database folder. To backup this data, you need to copy this folder with these files to another location; either on the hard disk or on external media (recommended) e.g. on a CDR.

To create backup:

1. Choose *Backup Database* from the *File* menu on the main screen.
2. The ***Backup Database*** screen will appear:



3. Set the path to create the backup folder by double clicking on the folders icons until you reach your destination folder.
4. Click *OK*.

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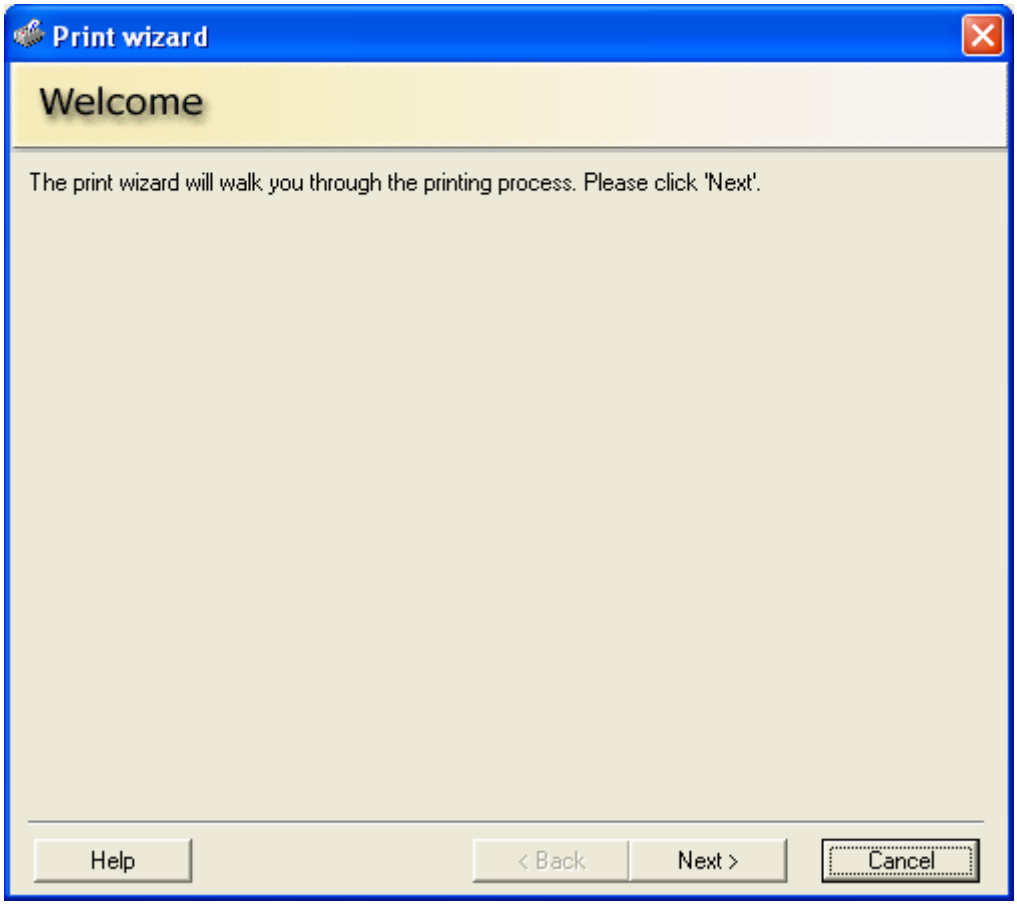
10. Printing

Printing records

1. Select *Print* from the *File* menu in the main screen. (All records or selected records).
2. The ***Print Wizard*** welcome screen appears.



3. Click *Next*. The ***Select Format*** dialog appears.

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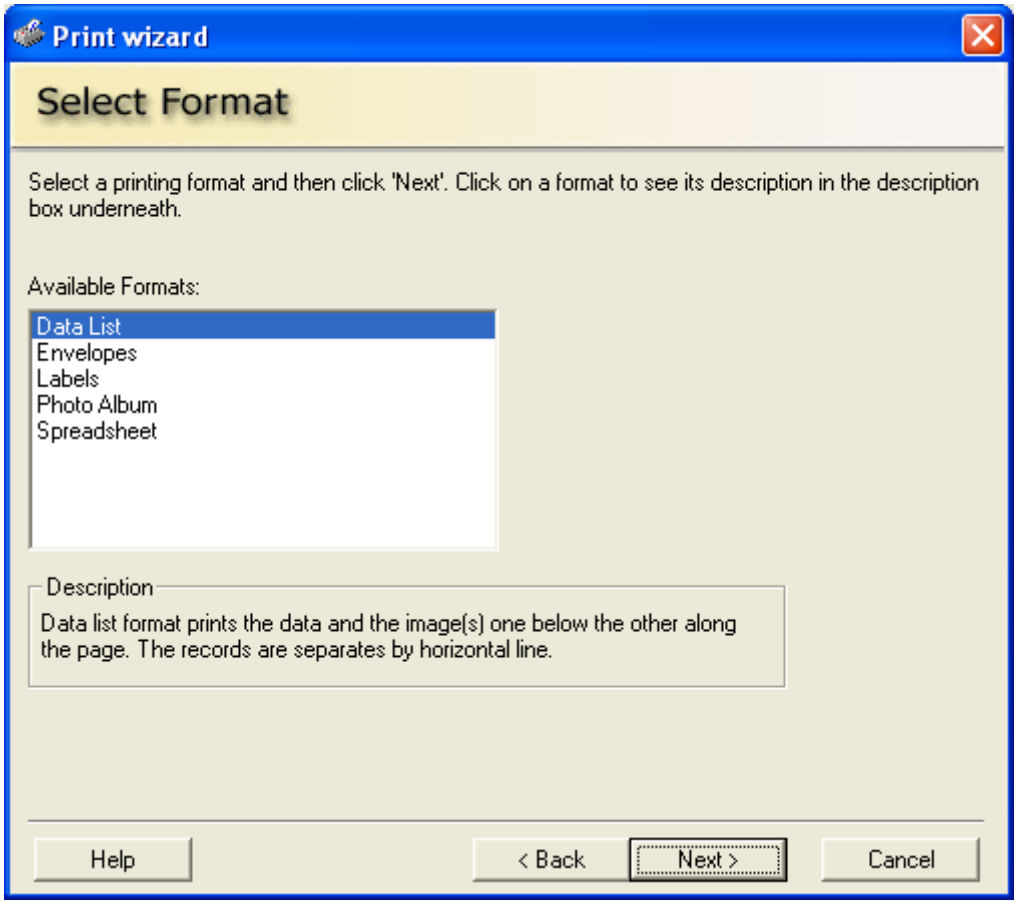
Print wizard
Select Format
Select a printing format and then click 'Next'. Click on a format to see its description in the description box underneath.
Available Formats:
Data List
Envelopes
Labels
Photo Album
Spreadsheet
Description
Data list format prints the data and the image(s) one below the other along the page. The records are separates by horizontal line.
Help
< Back
Next >
Cancel

4. Select the requested data format: (when you select the data format, its description will appear in the description box underneath).

Data list	List of data fields and images.
Envelopes	Envelope addresses.
Labels	Mailing labels.
Photo album	Record images (if available).
Spreadsheet	Grid with one row per contact

5. Click *Next*. The ***Select Page Layout*** dialog appears.

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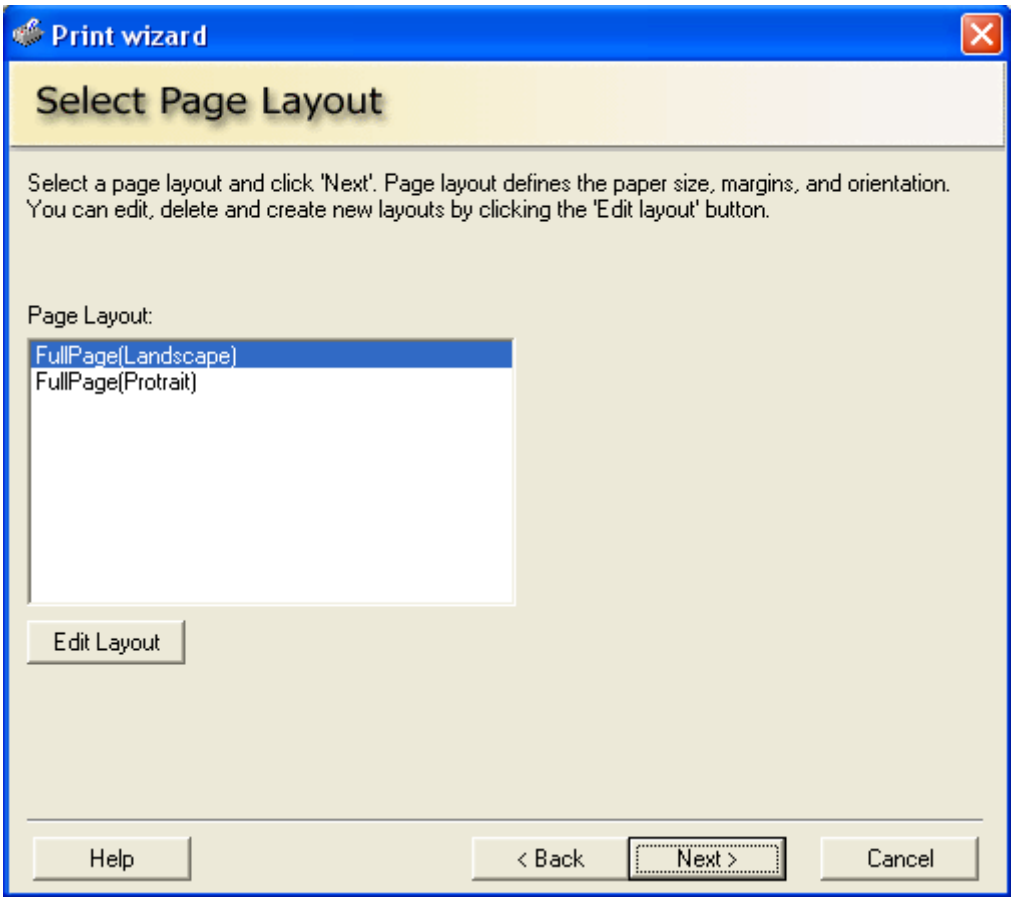
Print wizard
Select Page Layout
Select a page layout and click 'Next'. Page layout defines the paper size, margins, and orientation.
You can edit, delete and create new layouts by clicking the 'Edit layout' button.
Page Layout:
FullPage(Landscape)
FullPage(Protrait)
Edit Layout
Help
< Back
Next >
Cancel

6. The page layout specifies the page size, number of record per page, margins, etc. Inappropriate layouts for the format (for example, multiple entries for envelopes) are not available.
7. You can edit, delete or create a new page layout by clicking on the *'Edit Layout'* button, *see 'Modifying page Layout' on page 44*
8. Choose a layout and click *Next*. The ***Select Fields*** dialog appears.

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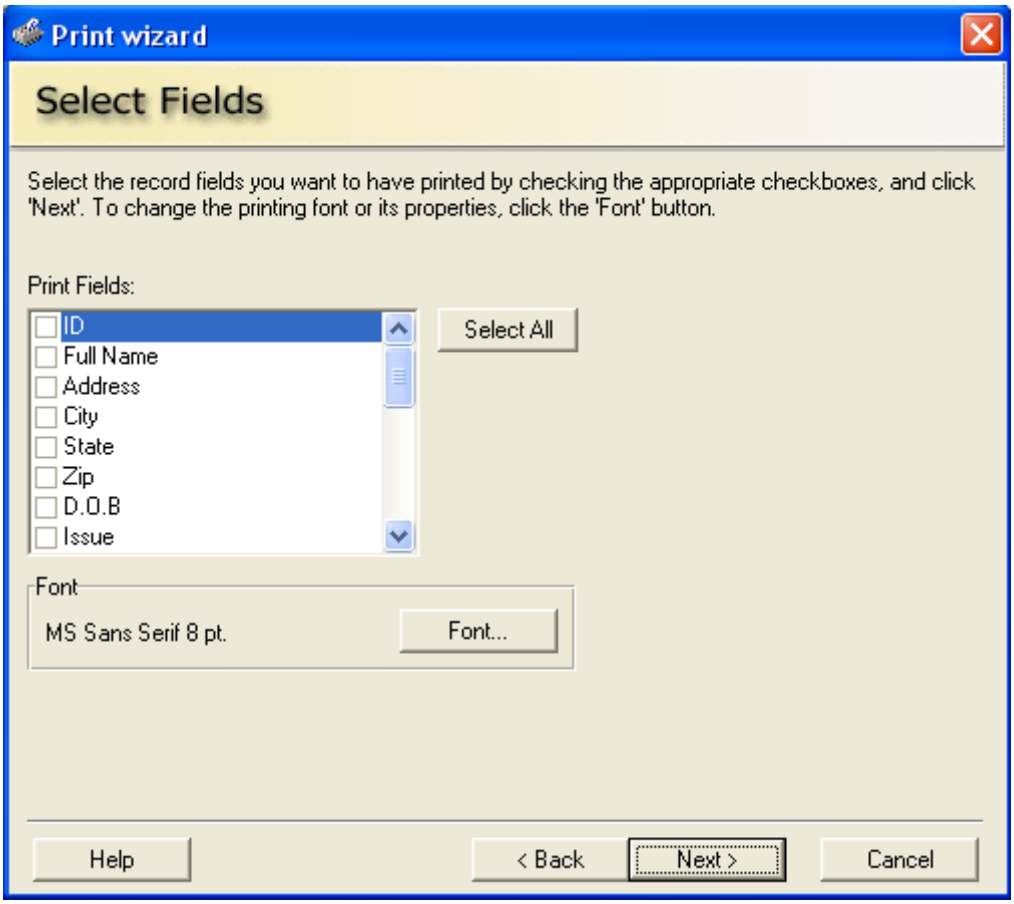

9. Select the field you want to have printed:
10. Font (Optional) - To change the font parameters click *Font*, choose a font, style and size, and then click *OK*. *See 'Changing the printing font' on page 45*
11. Click *Next*. The ***Print Preview*** dialog appears.

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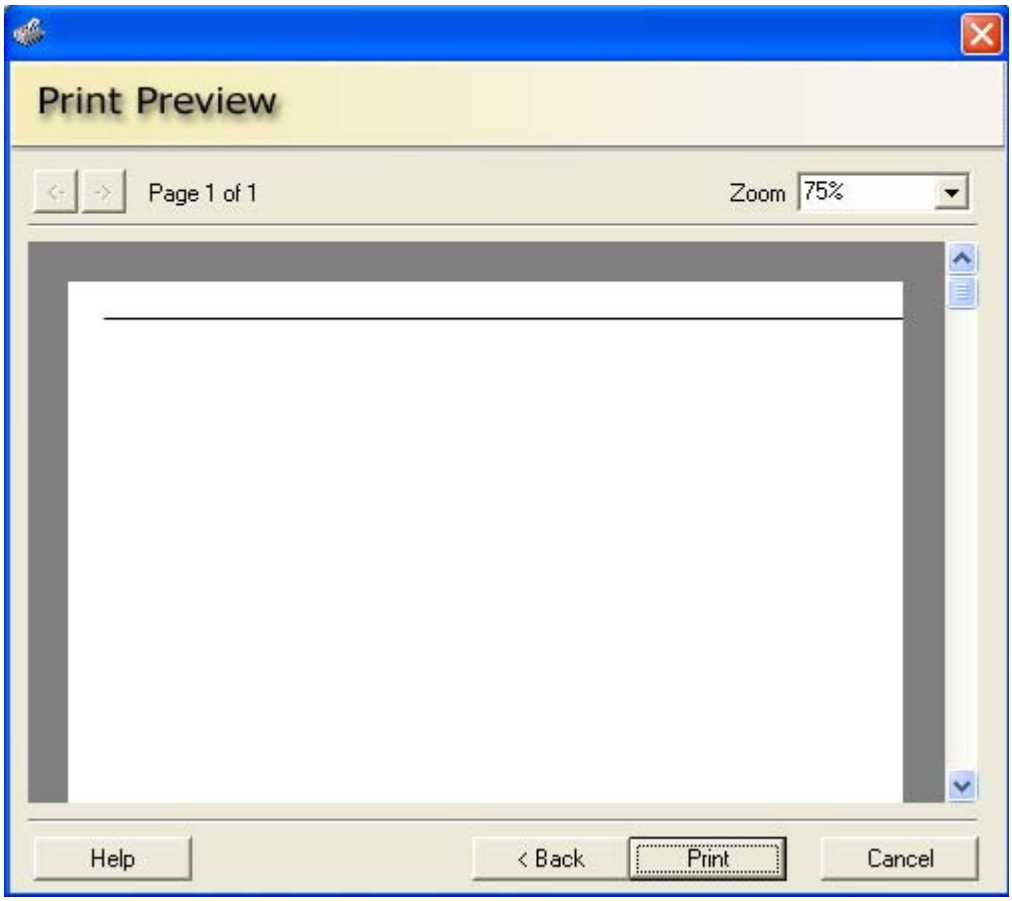

12. Use the arrows top left to view the previous or next preview page.
13. Select the proper magnification from the Zoom dropdown list.
14. To print click *Next*. The Print Setup dialog appears.
15. Choose print parameters and click *OK*.

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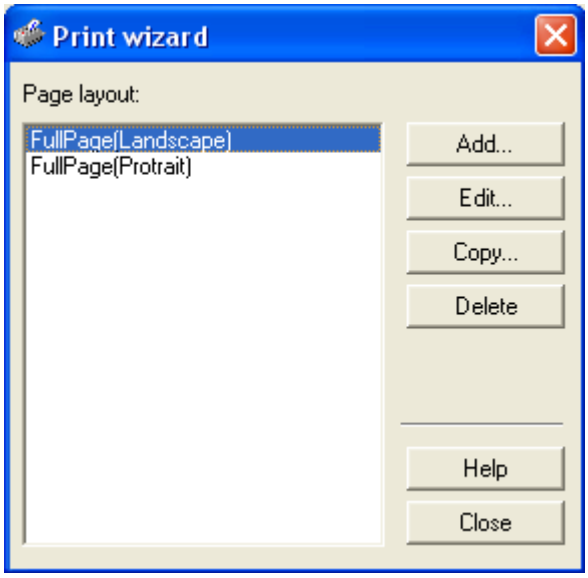
Creating a new page layout

16. In the main screen select *Print* from *File* menu (All records or Selected records).
17. Click *Next*. The *Choose Format* dialog appears.
18. Click *Next*. The *Choose Page Layout* dialog appears.
19. Click *Edit List*. The *Edit Page Layout List* dialog appears.



20. Click *Add*. The Page Layout dialog appears.

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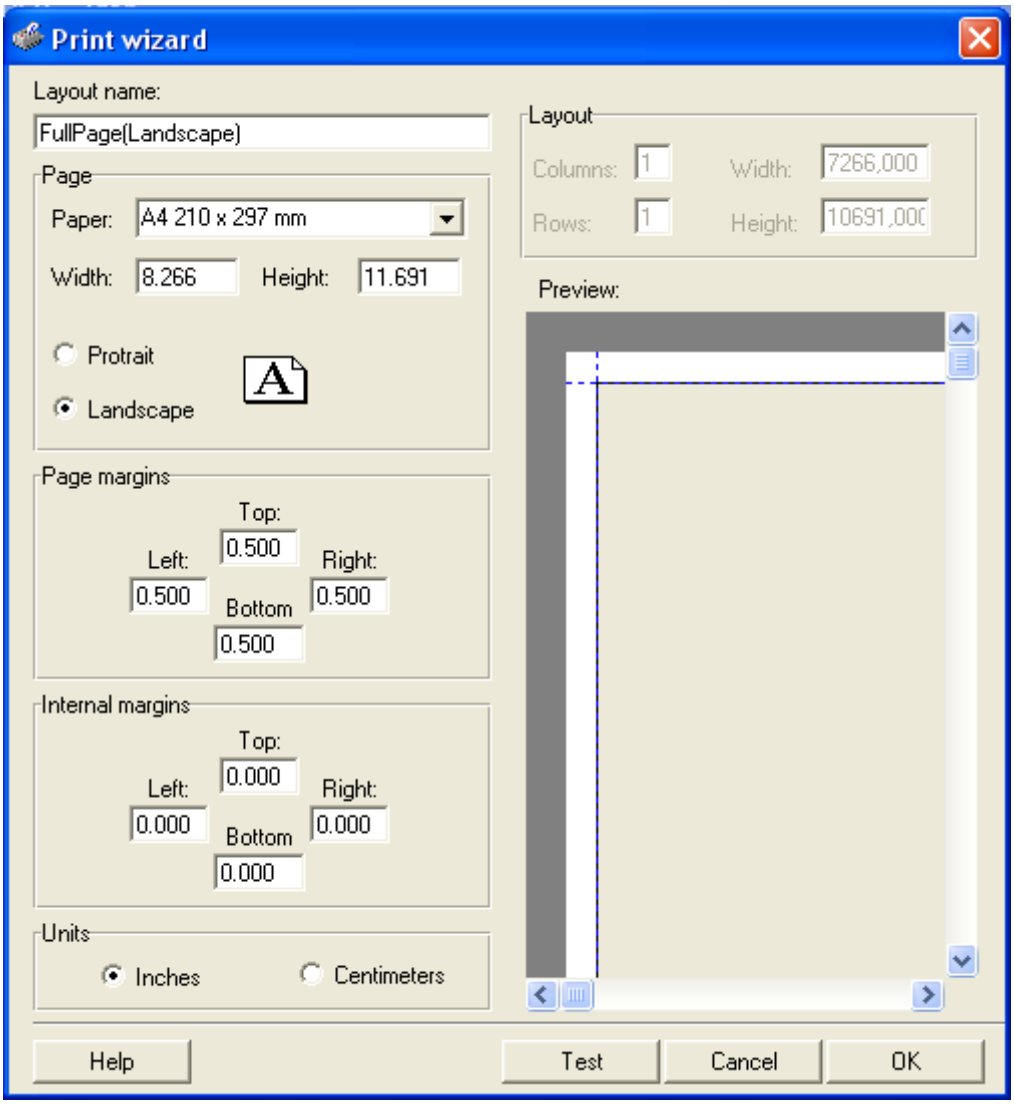

21. You can:
    - Enter a name for the layout (required).
    - Select parameters and enter values as required to determine the appearance of the printed page.
    - Click *Test* to print a sample using your settings.
22. Click *OK* to add the layout to the Edit Page Layout List.

Modifying an existing page layout

23. In the main screen select *Print* from *File* menu (All records or Selected records).
24. Click *Next*. The Choose Format dialog appears.
25. Click *Next*. The Choose Page Layout dialog appears.

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26. Click *Edit List*. The Edit Page Layout List dialog appears.
27. Select a layout.
    - To edit a copy of the layout, leaving the original unchanged, select the layout and click *Copy*.
    - The Page Layout dialog appears with the options for the selected layout.
28. You can:
    - Enter a name for the layout (required).
    - Use the Units, Orientation and Page options.
    - Use the Page Margins options, Layout options, and Internal Margins options to control the printed page appearance.
    - Click Test to print a sample using your settings.
29. Click *OK* to save your changes to the layout.

Changing the printing font

30. In main screen select the *Print* from the *File* menu (All records or Selected records).
31. Click *Next*. Choose a format in the *Format* dialog box.
32. Click *Next*. Choose a layout in the *Choose Page Layout* dialog box.
33. Click *Next*. In the *Select Fields* dialog box choose which fields to print.
34. To change the font, click *Font*, choose the style and size and then click *OK*.

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11. Appendix A: Troubleshooting

Description	Explanation / Solution
New record option is disabled	No database is open
New record, edit record, delete record options are disabled	The user does not have write privileges
Records table list is invisible	The user does not have read privileges
Print setup and Print options are disabled	The user does not have print privileges
I can't add a new record	• No database is open • No parameter in the *Scan new record* screen
"Scan + OCR" button is disabled	The application is configured to be in *Auto Scan* mode
"Auto scan" option on the "configure" screen is disabled	The application is configured to import the image from file
I can't see the record details at the bottom of the screen	See *Menu options table → Options → View details*
I get / don't get error messages	See *Menu options table → Options → Show messages*
I want to scan both sides of the ID card and I have only one side image	See *Configure → Single Sided / Double Sided*
I try to log-in but i always get a message saying that my password or user name are invalid	• Verify that you have the right password and user name • Click the *Exit* button and run the application again
Many buttons in the new record screen are disabled.	The selected scan source is set to magnetic stripe. You can select another scan source from the right arrow near the scan button.
Any other problem or question	Send e-mail to *IdScanPro* support team See *Menu options table → Help → Send mail to support team*

***Note**: You can use the **Create Log File** option in the **Options** menu to create a log file and send it to the support team. That file will help the support team to understand the problem that needs to be dealt with.*

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